

**MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL**  
**THURSDAY, FEBRUARY 15, 2018**

**I. CALL TO ORDER**

- Mayor Rotwein called the meeting to order at 6:30pm. Council members in attendance: Ladwig, Miller, Baker, Rotwein. **West was absent.**
- City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams, City Auditor Ralph Marcello.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

*Motion (Baker/Miller) to approve the agenda. **Passed unanimously.***

**IV. APPROVAL OF MINUTES – 01-02-18 scc**

*Motion (Ladwig/Baker) to approve the minutes as submitted. **Passed unanimously.***

**V. COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**

**Miller:** HCAOG presented their audit report. Also discussed safety corridor and last chance grade.

**Rotwein:** OES Training opportunities, Tsunami Siren application forthcoming, CalFire emergency response coordination.

**VI. STAFF REPORTS** - City Manager Berman summarized the report included in the packet, and highlighted various other accomplishments including: Luffenholtz Creek Flow Monitor reporting and Administrative Staff project completions.

**Baker:** Thanked CM for requesting parking enforcement on Ocean Ave.

**Ladwig:** Asked if flow monitor has the ability to monitor pollutants from commercial grows upstream?

**Rotwein:** Any progress communicating with County on getting referrals for commercial grow permits? Also requested follow-up with County to include the map submitted for banning grows within the Greater Trinidad Area in their regulatory process.

**VII. ITEMS FROM THE FLOOR – *No items from the floor were presented.***

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Written correspondence included:**

**Jonna Kitchen – Trinidad**

Submitted a letter requesting Ladwig and Rotwein should reconsider recusing themselves from discussions related to STR's.

**VIII. CONSENT AGENDA**

1. Staff Activity Report for January 2018
2. Law Enforcement Report for January 2018
3. Financial Status Reports for December 2017.
4. Authorize PARSAC grant application and contract for Personnel Handbook Update
5. Authorize Staff to Submit 2018 Measure Z Grant Application.
6. Authorize HCOAG grant application for Little River Trail Project
7. Adopt Humboldt County Local Agency Management Plan re OWTS
8. Consider Safety Bonus Award

*Motion (Miller/Ladwig) to approve items 1-7, and pull 8 for discussion. **Passed unanimously.***

**City Manager Berman** explained that the Safety Bonus Award is intended to be a one-time award to Staff in recognition of a clean safety record.

**Rotwein** explained that the expense is intended to come from a different source than the budgeted money approved for salary increases this year.

*Motion (Miller/Baker) to approve the Safety Bonus Award as recommended by the City Manager; \$500 for Public Works/Water Dept., and \$250 for Clerk and Grant Manager. **Passed 4-0.***

## **IX. DISCUSSION/ACTION AGENDA ITEMS**

### **1. Receive 2017 Audit Presentation and Accept 2017 Audited Financial Statements.**

City Auditor Ralph Marcello thanked the Council for the opportunity to perform the audit, and noted that the City Clerk was very cooperative and prompt in providing the documents and audit evidence examined. He explained the process and what the audit is intended to do. He also noted that the financial records were in excellent order. He presented the audit process, background, and document in the following highlights:

- The audit was performed on the City's financial statements.
- Explained GASBY and various other audit standards.
- Explained importance of segregation of duties, and the role of a Treasurer.
- Complimented the City for savings and designating reserve funds.
- Regarding the Water Fund, reserves should equal depreciation.
- Recommended an endowment fund for the cemetery
- Regarding Salary Increases, The City's step Increase scale should include periodic COLA adjustments.
- Explained the Financial Statements in detail.

Council questions included:

**Rotwein:** How does the Trinidad's budget document compare to other cities you've seen? Is Trinidad's cash investments better than last year? Are we in compliance with COPS, Measure Z, or other grants? Were we able to use Measure Z funds for Firehouse? Are we in compliance with the Harbor Fund? **Marcello** explained that the budgets are difficult to read and have formatting, orientation, and content issues. Regarding investments, the City did not transfer a large cash account balance into interest bearing accounts this year. Regarding COPS, Measure Z, some changes should be made for clarity purposes. **City Manager Berman** responded to the Firehouse and Harbor Fund questions.

*There were no public comments.*

*Motion (Miller/Ladwig) to accept the 2017 Audit as submitted by Marcello & Company. **Passed 4-0.***

### **2. Receive Mid-Year Budget Presentation**

City Manager Berman explained and summarized various city funds in relationship to the halfway point in the fiscal year.

Council comments included:

**Rotwein:** Is there any timeline for creating an inventory of the City's infrastructure and replacement schedule? Also, I'd like a report back from the City Manager on the money allocated for merit increases and pay step extensions.

*There were no additional Council or public comments.*

### **3. Consider Developing RFQs for Engineering and Planning Professional Services**

City Manager Berman explained that the City is working under various state grants that have very specific procurement requirement the grantee must follow. For some of these grants, those requirements include the City demonstrating that all contractors, including the City Planner and City Engineer services, have been selected through an open Request for Qualifications process within the last five years.

This requirement is consistent with generally accepted best practices that Cities procure outside consultants for engineering, architectural and planning services through publication of a Request for Qualifications (RFQ) in a competitive Qualifications Based Selection process. The RFQ can be project specific or for procuring general services (such as City Engineer and City Planner).

For contracting with consultants (e.g. engineering and planning) on projects funded by Caltrans (state and or federally funded), the City must either adopt the Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10 Consultant Selection or get approval of the City's procedures by Caltrans. Staff recommends adoption of the LAPM Chapter 10 to guide procurement processes for the Van Wycke Trail grant and other applicable grant projects.

In order to satisfy current and upcoming grant requirements, and as a matter of general policy, staff recommends that the City initiate a Request for Qualifications process for our City Engineer and our City Planner services. The intention would be to enter into one or more task-based professional service contracts with individuals or firms to provide general planning, engineering, surveying, environmental and construction management services. Services may include assistance with future State, Federal and locally funded projects, as well as project management, project review, consultation and design services. Additionally, the submitted Statements of Qualifications on file with the City could be used to procure services as needed throughout the year.

The process would begin with identifying and defining the need for consultant services, developing scopes of work and schedules, then drafting and releasing RFQs for Engineering Services and for Planning Services. Staff would return to Council with recommendations for a consultant selection committee and other actions necessary to complete the selection process according to state and federal requirements.

*There were no comments from the Council or public.*

*Motion (Ladwig/Miller) to a) adopt Caltrans Local Assistance Procedures Manual, Chapter 10 Consultant Selection as City procedure for applicable state and federally funded projects, and b) Direct staff to develop a schedule for engineering and planning consultant selection, and develop and release Requests for Qualifications for Engineering Services and for Planning Services. Passed 4-0.*

**X. REQUEST FOR FUTURE AGENDA ITEMS**

**Miller:** Include STR updates in staff reports.

**Rotwein:** Investment Policy review as needed.

**XI. ADJOURNMENT**

Meeting adjourned at 8:35pm.

**Submitted by:**

**Approved by:**

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**Gabriel Adams**  
City Clerk

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**Susan Rotwein**  
Mayor